2011-2012

Chair, Program Review
John Hannigan

Program Review Members:

Inge Bond
Research Analyst

Task Force Members:

Jim Henderson
Division Chair, Business

Heidi Davis
PE

LeAnn McGinley
Curriculum Chair

Paula Flynn
Language Arts

WEST VALLEY COLLEGE

PROGRAM REVIEW COMMITTEE
Task Force Meeting
Summary - Tuesday, February 21, 2012 Meeting
Fox 202
2:30 PM

I. Call to Order & Roll Call

In attendance:
John Hannigan
Inge Bond
Heidi Davis
LeAnn McGinley
Paula Flynn

There was a quorum.

II. Order of the Agenda

The order of the agenda was approved by consensus.

III. Approve Minutes

There were no minutes to approve at this meeting.

IV. Review Instructional Database on Zoho.com/creator

John gave a presentation of the Zoho database that will be used by the appointed program review people to enter their information. It can be accessed by going to zoho.com/program.review. The presentation also included discussion about instructions on how to access each program, submitting information, revising, and then resubmitting.

V. Assign Question Descriptions

In order to assist people in answering program review questions, Heidi will write some instructions on how to answer questions for questions 1-10 and LeAnn will write how to answer questions for the curriculum section. The non-instructional program review questionnaire will be the same as last year and John will drop it in Zoho.

VI. Affirm Spring Calendar

There were no changes made to the spring calendar.

VII. Adjournment

The meeting was adjourned at 3:15 p.m. Minutes respectfully submitted by Paula Flynn